**एचएलएल लाइफकेयर लिमिटेड / HLL Lifecare Limited**

**कणगला KANAGALA – 591225 / बेलगावि जिला / Belagavi Dist.**

**HLL/BGM/HR/SEC-PACKING/2022-2024 Date: 22.06.2022**

**निविदा सूचना / TENDER NOTIFICATION**

Sealed Tenders under Two Bid System (Technical & Price Bid) in the prescribed tender form are invited from experienced contractors to carry out the Secondary packing work of **Condom, OCP & Sanitary Napkins**  at Inside factory premises / party premises on contract basis by engaging manpower for a period of **TWO** Years. The contract period, quantity and scheme for packing is variable and at the discretion of Management.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.** | **Name of work**  **(**Secondary Packing at Inside Factory Premises /Party’s Premises**)** | **Approximate Qty. Details** | **Tender value Approx. Rs.**  **(For 2 Yrs.)** | **E.M.D**  **Rs.** | **Cost of Tender Form in Rs.** |
| **1** | Condom | **626** M. Pcs | Rs.825 Lakhs | 1.00 Lakh | Rs.3000/-  (Inclusive of all) |
| **2** | Oral Contraceptive Pills (OCP) | **865** Lac Cycles |
| **3** | Sanitary Napkins | **600** M. Pcs |

1. Blank Tender Forms will be issued in the office of HLL Lifecare Kanagala during office hours on all working days from **22.06.2022** to **12.07.2022.** Tender documents can also be downloaded from our website [www.lifecarehll.com](http://www.lifecarehll.com/). Those who are downloading the Tender Forms from website should invariably pay the cost of tender form along with the Technical bid (DD for tender cost should be enclosed separately. The said DD should be drawn in the name of HLL Lifecare Ltd, payable at SBI Nipani).
2. Tender /s will be rejected in case cost of Tender Form is not paid / enclosed.

E.M.D of **Rs.1,00,000/-** is to be enclosed along with Technical Bid, in the form of D.D drawn in favour of HLL Lifecare limited payable at SBI, Nipani / **E- Payment** proof to be submitted (Bank details - RTGS/NEFT /BANK GURANTEE transfer to - State Bank of India / A/c Number: 11130285123 / IFSC Code: SBIN0000888).

1. Branch name: Ashok Nagar, Nipani. Vendors registered under ‘Micro & Small Enterprises Act’ (MSE) are exempted from submission of EMD *as per the rules.*
2. Separate D.D / E-Payment for E.M.D and Cost of tender form should be taken.
3. Party should be ready to attend negotiation at their own expenses at Kanagala (Dist. Belagavi, Karnataka) or Thiruvananthpuram (Kerala) or at the place fixed by the Company.

**LAST DATE FOR SUBMISSION OF TENDERS : 12.07.2022 14:00 HRS**

**DATE OF OPENING TECHNICAL BID : 13.07.2022 14:30 HRS**

**DATE OF OPENING OF PRICE – BID : Will be intimated to**

**Qualified Bidders.**

**ED (O) & UC**

###### TENDER DOCUMENT

**FOR**

**SECONDARY PACKING WORK OF**

**CONDOM, OCP & SANITARY NAPKINS**

**INSIDE FACTORY** / **CONTRACTOR PERMISE.**

**FOR TWO Years (2022-2024)**

#### PART I

**TECHNICAL BID**

**HLL/BGM/HR/SEC-PACKING/2022-2024 Date: 22.06.2022**

**HLL LIFECARE LIMITED.**

**KANAGALA – 591 225**

**BELAGAVI DIST.**

**KARNATAKA**

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|  | | | | |
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|  | | | | |
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|  | | | | |
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|  | | | | |
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|  | | | | |
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Condoms, OCP & Sanitary Napkins

1. **INSTRUCTION TO BIDDERS**
2. This tender is intended to finalize the contract to carry out the secondary packing work and its allied works for different schemes of **Condom, Oral Contraceptive Pills** **(OCP)** and **Sanitary Napkins** by engaging the required manpower at the Factory Premises / Contractor Premises through outsourcing at the agreed rates on contract basis for a period of **TWO** Years.
3. In case the L-1 party not able to provide the manpower / complete the secondary packing activities as per our requirements on stipulated time, the bidders other than the L-1 party are ready to match the L-1 rates, the work will be distributed to them also in addition to L-1 party at the matched rate of L-1 party and at the same terms and conditions and this will be binding on the L-1 party. However preference will be given to the L-1 party.
4. This is a two bid system comprising of **(a) Technical bid & (b) Price bid**.
5. The Technical Bid should accompany a D.D for **Rs.1,00,000/-** towards **E**arnest **M**oney **D**eposit drawn in favour of HLL Lifecare Ltd., and payable at SBI, Nipani- 591237 / **E- Payment** proof to be submitted failing which the Tender will summarily be rejected. Vendors registered under ‘Micro & Small Enterprises Act’ (MSE) are exempted from submission of EMD *as per the rules.*
6. Both the Bids shall be submitted in sealed covers separately. Tender numbers of the Technical and Price Bids shall be superscribed on the respective covers in order to clearly identify between the two Bids. The two separately sealed and super scribed Bids enclosed in a single cover and superscribed with the respective Tender No. Complete in all respects, addressed to the **Executive Director (Operations) & Unit Chief, HLL Lifecare Ltd., Kanagala – 591225.** should reach us on or before the due date and time mentioned in the Tender Notification. HLL Lifecare Ltd., shall not be responsible for any delay, if any, in the delivery of the bidding documents or non-receipt of the same.
7. In case the date mentioned above is declared subsequently as holiday for the Company’s office, the due date for submission and opening of bids will be the next working day at the same venue and time. However opening of the technical bid may be extended to a convenient date without intimation to the bidders and can be opened in absence of any bidder, which will be binding on all the bidders.
8. Bids received after the deadline for submission shall not be considered.
9. The Bidder is expected to examine all work requirements, Instructions, Forms, Terms and conditions given in the Bidding documents. Failure to furnish all information required in Bidding documents or submission of a Bid not substantially responsive to the bidding documents in every respect will be at the Bidders risk and may result in rejection of the Bid.
10. The Tenderer/s shall be ready to follow the conditions if any required by the Company (regarding the building and its premises) in respect of:
11. Building & Environment (b) Sanitation & Hygiene(c) Contamination Control (d) Environmental Control (e) Storage Condition (F) Processing Control & Documentation Requirements, The details if any required should be well understood by the Tenderer from the company before offering the rate.
12. The Tenderer should study well, the mode of packing for each scheme/works involved, calculate the labour required to do packing of one Million Condoms / Sanitary Napkins & OCP Lac Cycles of each scheme/other works, the statutory payment to be made, transportation charges (To & Fro), loading and unloading charges (To & Fro), insurance (To & Fro & at Godown), Building rent, License fees, labour payment, labour insurance & other charges, if any, and quote the rate against each scheme given.
13. The price bid of those Tenderers who qualify in the Technical Bid only will be opened. The date and time of opening of price bid will be intimated separately in usual course.
14. The company shall have the right to inspect the quality and existence of the technical details mentioned in the Techno commercial bid to determine whether the Tenderers/Bidder qualifies in the Techno commercial bid and the Tenderer shall extend all co-operations for this.
15. Any item of information mentioned in the Techno commercial bid is found false at the stage of inspection or at any time after the tender is awarded to a party shall result in termination to contract with the party, disqualification of the party from future tendering and forfeiture of E.M.D
16. In the price bid, the Tenderer shall quote the rate for the items mentioned.
17. The Tenderer should study well, the activities involved in the secondary Packing work, number of labours required for smooth functioning of the activities, wages not less than minimum wages to be paid for his Employees, transit insurance (both ways –once carrying the materials for packing and another time while returning the packed goods) and insurance for the goods stocked in your premises to be arranged and stamping work to be done at your end, expenses towards obtaining the Drug License by you and the statutory payment to be made, if any, and quote the rates accordingly.
18. In case various Tenderers quote the same rate, then the decision of the Management in this regard shall be binding on all Tenderers.
19. The Company reserves the right to accept fully or partly, reject fully or partly any tender without assigning any reason and the same will be binding on all the Tenderers. Further the company also reserves the right to completely cancel the said tender at any stage without assigning any reason and the decision of the Management will be final and will be binding on all the Tenderers.
20. The quantity and the schemes are subject to variation at the discretion of the Company and the same shall be binding on all the bidders/contractors.
21. Drug License wherever required is to be obtained by the contractor only at his own expenses on award of Contract/on intimation by HLL Lifecare Ltd.,
22. **Transit Insurance** (while lifting the material from HLL Lifecare Ltd. ,Kanagala to Contractors Premises and while returning the finished goods to HLL Lifecare Ltd, Kanagala from Contractors Premises) and the insurance for HLL Lifecare Ltd goods stored at Contractors Premises is to be arranged by the contractor only on his account.
23. The tender can be cancelled at any stage without assigning any reasons & reference to the participants.
24. The contractor has to arrange to lift the material from HLL Lifecare Ltd., Kanagala to his premises & vice versa on his account only.
25. The tendered and ordered quantity and schemes are liable to change and the same will be binding on the contractor.
26. The contractor shall have a valid Drug License from the Authority in Form No.25 & 28 and to obtain loan license for Carrying out the said work before commencing the work at his own expenses only, if applicable.
27. Outside Secondary Packing work is to be carried out at contractor premises only & the premises should be as per the requirement of HLL Lifecare Ltd, Kanagala.
28. The contractor should ensure eligible minimum wages to the employees deployed by him at his premises for the said work.
29. In case the party backs out from the commitment, their EMD will be forfeited followed by blacklisting.
30. On award of contract, Security Deposit (SD) of 3% of work order value in cash OR Bank guarantee of equivalent amount is to be submitted. OR SD will be recovered @3% from each bill. The SD amount will be returned without any interest by cheque only after satisfactory completion of the Contract. Bank Guarantee of Nationalized Bank only is acceptable.
31. The contractor should have premises (Own/hired/leased/rented) preferably at Kanagala/Sankeshwar/Nipani or near to HLL Lifecare Ltd.
32. On award of contract, the contract can be terminated by HLL Lifecare Ltd., Kanagala at any time during the contract period without paying any compensation&the decision of the HLL Lifecare Ltd., with regard to termination of contractual provision will be final and the matter cannot be referred to the court.
33. Party should have Constructed & well secured RCC building (Own/Rented) with minimum 3000 Sq.ft plinth area to accommodate 40-50 people at a time for secondary packing activities and also to accommodate raw materials and finished goods. The building should have bath room and toilet facility with sufficient water and Electricity supply/ will be provided by the party before commencement of work.
34. For Outside Secondary Packing work the contractor premises should be near to HLL and within 25-30 Kms radius of HLL Lifecare Limited.
35. The premise should have easy access to main road and sufficient space for parking of vehicles for loading and unloading activities.
36. Party should have Immovable property worth Rs.5.0 Lac in own name. Proof to be enclosed (Certificate needs to be obtained from approved valuers /Chartered Accountants for value of immovable property depending upon the type of property).
37. The company reserves the right to issue tender form to any body and also to reject the tender without assigning any reasons and the matter cannot be referred to any court.
38. Preference will be given to L1 Party and allotment of the orders to matched party will be at discretion of HLL Lifecare Ltd.

**II. TECHNICAL BID FORMS**

***Schedule -A***

***Work requirement with respect to Secondary Packing of various schemes of Condom, OCP & Sanitary Napkins at Inside Factory / Outside Premises.***

1. *Secondary packing of Condoms, OCP & Sanitary Napkins for different schemes of packing using the material supplied by HLL Lifecare Ltd. Kanagala-591225 as per norms and other requirements in the Bid, in the premises of the contractor / inside Factory premises approved by the Company and return the packed Condoms, OCPs and Sanitary Napkins to HLL Lifecare Ltd. at Kanagala-591225, Tq: Hukkeri. Dist: Belagavi (Karnataka).*
2. ***Receipt & Return of Material by the Tenderer:*** *The packing material for packing work will be supplied by HLL Lifecare Ltd. as per norms. The packing materials are to be collected by the Contractor from HLL Lifecare Ltd., as per the Scheme requirement from time to time and return the packed materials with proper records to HLL Lifecare Ltd. The finished goods along with any excess materials such as pouches, wallets, cartons and corrugated boxes and PVC /Cello tapes etc. should be returned to HLL Lifecare Ltd. for reconciliation.*
3. *Condoms, OCP & Sanitary Napkins all secondary packing materials (Strips/Blisters, pouches, wallets, cartons and corrugated boxes and PVC /Cello tapes, etc.) should be physically verified and received by the Contractor at receipt point. Once these items are received it is contractor’s responsibility for its accountability.*
4. *The contractor should ensure the mode of packing, quality and GMP requirements (Good Manufacturing Practices) as per Schedule A-4 and should follow the suggestion/instructions given by HLL Lifecare Ltd. representative from time to time for the same.*
5. *In case of any no-conformance in the finished goods returned by the contractor, the contractor shall carryout the rework at his own cost.*
6. *The finished goods along with excess materials left should be handed over to HLL Lifecare Ltd., after completion of the work on completion of scheme.*
7. *The packaging materials, like empty trays, polythene bags, corrugated boxes/cartons (in which the condom, OCP & Sanitary Napkins packing materials are sent) are to be returned back to HLL along with packed products otherwise HLL may recover the cost of such packing materials.*
8. ***Record Maintenance:*** *The contractor will be liable to keep the record of all the materials received from HLL Lifecare Ltd, materials handed over to HLL Lifecare Ltd., after completion of work, quantity packed Batch numbers, number of employees deployed for the said work etc. details and keep them updated regularly.*
9. ***Legal Compliance:*** *(a) The contractor should take license under the Contract Labour (R&A) Act.1970 and other statutory licenses wherever applicable and should produce proof wherever required. (b) The Tenderer should take insurance for his workers against any eventuality of accident etc. HLL Lifecare Ltd. will not be liable for any accident sustained to contractor’s workmen while on or out of the work during the contract period. The contractor has to cover personal accident insurance policy in respect of the employees engaged under Workmen Compensation Act. (c)The Contractor should obtain the Drug License on award of Contract before commencement of work, if applicable.*
10. ***The Contractor has to return all the empty boxes of wallets and carton to HLL immediately once the wallets and carton unloaded.***

***Schedule –A1***

Schemes with configuration for Secondary Packing – Condom (Factory Premises / Outside Premises) for Two Years (2022-2024)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Scheme** | **Configuration** | **Total  Quantity  in M. Pcs** | **Inside  Packing  in M. Pcs** | **Outside Packing in M. Pcs** |
| 1 | Free supply | 5x48x24 | **150** | **60** | **90** |
| 2 | Naco | 5x48x24 | **200** | **80** | **120** |
| 4 | Deluxe | 5x48x24 | **100** | **40** | **60** |
| 5 | Ustad 3'S | 3x56x24 | **70** | **28** | **42** |
| 5 | Thrill 3'S | 3x60x20 | **50** | **20** | **30** |
| 6 | Sawan 3's | 3x30x30 | **15** | **6** | **9** |
| 7 | Ustad 6'S | 6X30X20 | **10** | **4** | **6** |
| 8 | Sawan 10's | 10x12x30 | **10** | **4** | **6** |
| 9 | Bliss 6's | 6x20x30 | **6** | **2.4** | **3.6** |
| 10 | Thrill 10's | 10x18x20 | **15** | **6** | **9** |
| **Total** | | | **626** | **250.4** | **375.6** |

***Schedule A-1 (a)***

Schemes with configuration for Secondary Packing – OCP (Factory Premises / Outside Premises) for Two Years (2022-2024)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Scheme** | **Configuration** | **Total  Quantity  in M. Pcs** | **Inside  Packing  in M. Pcs** | **Outside Packing in M. Pcs** |
| 1 | MALA N (FS) | 1X100X10 | **400** | **200** | **200** |
| 2 | CHHAYA (FS) | 1X100X6 | **120** | **60** | **60** |
| 4 | EZY PILL (FS) | 1X50X20 | **100** | **50** | **50** |
| 5 | SAHELI | 1X10X60 | **62** | **31** | **31** |
| 5 | APSARA (1'S) | 1X15X60 | **25** | **12.5** | **12.5** |
| 6 | APSARA (3'S) | 3X12X30 | **25** | **12.5** | **12.5** |
| 7 | PROTEC PHILIPPINES | 1X50X6 | **90** | **45** | **45** |
| **Total** | | | **822** | **411** | **411** |

***Schedule A-1(b)***

Schemes with configuration for Secondary Packing – UniPill (Factory Premises / Outside Premises) for Two Years (2022-2024)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.** | **Schemes** | **Total  Quantity  in Lakh cycle** | **Configuration1** | **Approx. Qty. in boxes** |
| 1 | UniPill | 10 | 1 tablet in 1 blister with a batch size of 1 lakh blisters | 79 |
| 2 | Novella | 05 | 21 tablets in 1 blister with a batch size of 74428 blisters | 60 |
| **Total** | | |  | **139** |

***Schedule A-1(c)***

Schemes with configuration for Secondary Packing – Sanitary Napkins (Factory Premises / Outside Premises) for Two Years (2022-2024)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.** | **Schemes** | **Configuration** | **Configuration1** | **Configuration2** | **Approx. Qty. in boxes** |
| 1 | Shuchi | 1x10x140 | 10 Pcs in a pack | 140 packs in a box | 1,42,857 |
| 2 | Puthuyugam, | 1x6x160 | 6 Pcs in a pack | 160 packs in a box | 2,50,000 |
| 3 | She-Pad (280 mm) | 1x7x200 | 7 Pcs in a pack | 200 packs in a box | 21,429 |
| 4 | Harayana (280 mm) | 1x7x200 | 6 Pcs in a pack | 160 packs in a box | 41,667 |
| 5 | Happy Days 3'S | 1x3x108 | 3 Pcs in a pack | 108 packs in a box | 92,593 |
| 6 | Happy Days 8'S | 1x8x140 | 8 Pcs in a pack | 140 packs in a box | 8929 |
| **Total** | | |  |  | **5,16,168** |

**Note:**

If any new order for a new scheme which is not covered in the above schemes (Condom, OCP and Sanitary Napkins), but the mode of work/configuration is similar to any one of the above scheme, is required to be packed, the contractor shall do the same at the agreed rate without any hesitation or additional cost.

***Schedule A-2***

**Mode of Pack of each Scheme – CONDOMS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.** | **Scheme** | **Configuration** | **Mode of Pack** |
| 1 | Free supply | 5x48x24 | 5 Strips + One leaflet in a wallet. 48 wallets in a carton. 24 cartons in a Corrugated box. |
| 2 | Naco | 5x48x24 | 5 Strips + One leaflet in a wallet. 48 wallets in a carton. 24 cartons in a Corrugated box. |
| 3 | Deluxe | 5x48x24 | 5 Strips + One leaflet in a wallet. 48 wallets in a carton. 24 cartons in a Corrugated box. |
| 4 | Ustad 3'S | 3x56x24 | 3 Strips + One leaflet in a wallet. 56 wallets in a carton. 24 cartons in a Corrugated box. |
| 5 | Thrill 3'S | 3x60x20 | 3 Strips + One leaflet in a wallet. 60 wallets in a carton. 20 cartons in a Corrugated box. |
| 6 | Sawan 3'S | 3x30x30 | 3 Strips + One leaflet in a wallet. 30 wallets in a carton. 30 cartons in a Corrugated box. |
| 7 | Ustad 6'S | 6X30X20 | 6 Strips + One leaflet in a wallet. 30 wallets in a carton. 20 cartons in a Corrugated box. |
| 8 | Sawan 10’s | 10x12x30 | 10 Strips + One leaflet in a wallet. 12 wallets in a carton. 30 cartons in a Corrugated box. |
| 9 | Bliss 6’s | 6x20x30 | 6 Strips + One leaflet in a wallet. 20 wallets in a carton. 30 cartons in a Corrugated box. |
| 10 | Thrill 10’s | 10x18x20 | 10 Strips + One leaflet in a wallet. 18 wallets in a carton 20 cartons in a Corrugated box. |

***Schedule A-2(a)***

**Mode of Pack of each Scheme – OCP**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.** | **Schemes** | **Configuration** | **Mode of pack** |
| 1 | MALA N (FS) | 1X100X10 | 1Blister (Strip) in a wallet with leaflet. 100 wallets in a carton. 10 cartons in a corrugated box |
| 2 | CHHAYA (FS) | 1X100X6 | 1Blister (Strip) in a wallet with leaflet. 100 wallets in a carton. 06 cartons in a corrugated box |
| 3 | EZY PILL (FS) | 1X50X20 | 1Blister (Strip) in a wallet with leaflet. 50 wallets in a carton. 20 cartons in a corrugated box |
| 4 | SAHELI | 1X10X60 | 1Blister (Strip) in a wallet with leaflet. 10 wallets in a carton. 60 cartons in a corrugated box |
| 5 | KHOSHI 1'S | 1X12X80 | 1Blister (Strip) in a wallet with leaflet. 12 wallets in a carton. 80 cartons in a corrugated box |
| 6 | KHOSHI 3'S | 3X12X48 | 3Blister (Strip) in a wallet with leaflet. 12 wallets in a carton. 48 cartons in a corrugated box |
| 7 | APSARA (1'S) | 1X15X60 | 1Blister (Strip) in a wallet with leaflet. 15 wallets in a carton. 60 cartons in a corrugated box |
| 8 | APSARA (3'S) | 3X12X30 | 3Blister (Strip) in a wallet with leaflet. 12 wallets in a carton.30 cartons in a corrugated box |
| 9 | EXPORT | 1X50X6 | 1Blister (Strip) in a wallet with leaflet. 50 wallets in a carton. 6 cartons in a corrugated box |

***Schedule A-2(b)***

**Mode of Pack of each Scheme – UniPill/Novella**

|  |  |  |
| --- | --- | --- |
| **Sl.** | **Schemes** | **Configuration** |
| 1 | UniPill | 1 tablet in 1 blister with a batch size of 1 lakh blisters |
| 2 | Novella | 21 tablets in 1 blister with a batch size of 74428 blisters |

***Schedule A-2(c)***

**Mode of Pack of each Scheme – Sanitary Napkins**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.** | **Schemes** | **Configuration** | **Mode of pack** |
| 1 | Shuchi, Happy Days 10'S, Suraksha 10'S | 1x10x140 | 10 Napkins in 1 Pouch. 140 Pouches in Box. |
| 2 | Puthuyugam, Odisha, Freedays | 1x6x160 | 6 Napkins in 1 Pouch. 160 Pouches in Box. |
| 3 | She-Pad | 1x7x200 | 7 Napkins in 1 Pouch. 200 Pouches in Box. |
| 4 | Happy Days 3'S | 1x3x108 | 3 Napkins in 1 Pouch. 108 Pouches in Box. |
| 5 | Happy Days 8'S | 1x8x140 | 8 Napkins in 1 Pouch. 140 Pouches in Box. |
| 6 | Harayana 6’s | 1x6x160 | 6 Napkins in 1 Pouch. 160 Pouches in Box. |

***Schedule A-3***

**Activities involved in Sec Packing & allied works (Condom & OCP):**

1. Receive strips, pouches, wallets, cartons/Jars, packing slips, leaflets, and corrugated boxes, cello /PVC tapes supplied by HLL Lifecare Limited.
2. Write down details to be filled in the packing slips
3. Stamp the wallets once for Batch Number and date details and again stamp second time for the loan license details of contractor frequency of Stamping will be as per Schedule A-1
4. Form the wallets after ensuring correctness of batch number on strips and wallets.
5. Pack the required number of strips into wallet and close the wallet. (If pouches form part of the mode of packing, first fill the strips into the pouch, fold the pouch and fill the pouch into the wallet. If leaflet form the part of the mode of packing, a leaflet is to be filled into the wallet with the pouch, which contains the required number of strips).
6. Stamp the Cartons once for Batch Number and date details and again stamp second time for the loan license details of the contractor. No of Stampings to be done is already indicated. However in due course the no. of stamping may increase. Hence considering this the party is required to quote his rate.
7. Form the carton in shape for filling packed wallets.
8. Fill required number of wallets as per the packing mode of the given packing scheme into the carton/Jar, put the packing slip into the carton/Jar, closed it and paste with cello tape.
9. Fill the packed cartons/Jars into the corrugated boxes and paste with PVC tape Number of carton/Jars to be filled in corrugated boxes will be as per packing mode of allotted scheme.
10. Consignee addresses writing on the corrugated boxes.
11. **Box Strapping -** Nylon strapping of the corrugated boxes/Finished goods and stack the boxes batch wise. The strapping roll has to be used with the following specs: IC- 1110622011 -BOX STRAPPING ROLL-BROWN VIRGIN QUALITY PLASTIC STRAP FOR AUTOMATIC THERMAL SEALING STRAPPING MACHINE. WIDTH OF STRAP: 12MM, THICKNESS: 0.6 TO 0.7MM, DIAMETER OF CORE: 200 MM. EACH ROLL AROUND 5 KGS OR 1700 METER. PRINTING ON STRAP HLL LIFECARE LIMITED, KANAGALA IN BLACK COLOR IN FONT SIZE 8 MM.
12. The contractor has to ensure the DOUBLE line strapping and Consignee Address Writing over each Box before handing over to HLL.
13. Contractor shall strictly maintain the batch identity and traceability of each and every item in all stages from the receipt of materials to the supply of finished goods stage.
14. Reworking of entire boxes of a batch should be done if any defective are observed in the packed products during inspection by HLL Lifecare Ltd., representative.
15. After completion of filling the output and waste if any, should be tallied with received quantity and it should be handed over to HLL Lifecare Ltd., scheme wise.
16. Strips with visible defects shouldn’t be packed.
17. Wallets, cartons/Jars and corrugated boxes should be checked to ensure proper batch stamping details on them.

**Activities involved in Secondary Packing and allied works (Sanitary Napkins):**

1. Receive sanitary napkins, pouches, packing slips, and corrugated boxes, cello /PVC tapes supplied by HLL Lifecare Ltd.
2. Write down details to be filled in the packing slips.
3. Collecting the appropriate stamp for the batch and stamping of the pouch.
4. Collection of napkins after ensuring the correct brand and batch.
5. After ensuring correctness of batch number and start to fill the pouches.
6. Pack the required number of napkins into pouch and close the pouch. (If pouches form part of the mode of packing, first fill the napkin into the pouch, Seal the pouch , quality to be ensured before filling)
7. Form the Napkins in shape for filling pouches.
8. Sealing of the pouches.
9. Proper stacking of bags filled with pouches in the designated areas.
10. Fill required number of pouches as per the packing mode of the given packing scheme into the carton, put the packing slip into the carton, closed it and paste with cello tape.
11. Fill the packed pouches into the corrugated boxes and paste with PVC tape and stack the boxes in the assigned area batch wise. Number of pouches to be filled in corrugated boxes will be as per packing mode of allotted scheme.
12. Contractor shall strictly maintain the batch identity and traceability of each and every item in all stages from the receipt of materials to the supply of finished goods stage.
13. Reworking of entire boxes of a batch should be done if any defective are observed in the packed products during inspection by HLL Lifecare Ltd representative.
14. After completion of filling the output and waste if any, should be tallied with received quantity and it should be handed over to HLL Lifecare Ltd on daily basis.
15. Napkins with visible defects should not be packed.
16. Pouches and corrugated boxes should be checked to ensure proper batch stamping details on them.
17. Providing data to the officer in charge on a regularly basis.
18. Proper supervision of the above works.
19. **The contractor should deploy one supervisor for every 20 workmen.**

## Schedule A-4

## GMP Requirements

*a) Sanitation and Hygiene*

*All persons prior to employment shall undergo Medical examination and shall be free from contagious diseases. Periodical medical examination shall be there every 6 months. Before entering in to packing area, personal shall wear clean clothes. The contractor shall arrange for the above examination at his cost only. Smoking, eating, chewing and drinking shall be prohibited in the work area.*

*b) Storage Condition*

*Packaging material and packed material should be stored in clean dry insect free area and protected from direct sunlight, heat and mechanical damage, hygiene condition should be ensured. Crowding causes mix-ups and hence the premises should be assigned for various activities.*

*c) Process Control and documentation*

*It should be ensured that all operations are conducted properly by controls such as training, supervision and Inspection. Documented procedure should be there for all the operations and proper control shall be there to ensure that the product consistently meet the required specifications.*

***Schedule – B***

**Minimum Eligibility Criteria for Secondary Packing (Outside):**

1. The Contractor should have Drug License from Drugs Control Rules & Regulations authorities. (*The Contractor not having the required Drug License may give an undertaking stating that, in case the work is awarded in their favour they will comply with the requirements within 45 days from the date of Letter of acceptance. If they fail to submit the same, the EMD will be forfeited and they will be disqualified from the Tender)*
2. Well secured RCC building (Own/Rented) with minimum 3000 Sq.ft plinth area to accommodate 40-50 people at a time for secondary packing activities and also to accommodate raw materials and finished goods. The building should have bathroom and toilet facility with sufficient water and Electricity supply.
3. The building should be near to HLL and within 25-30 Kms radius of HLL.
4. Tenderer / Contractor have valid Firm registration Certificate.
5. Movable / Immovable property worth of minimum Rs.5 Lakhs on his/her/its name. The Technical Bid should accompany documentary proof/copies of documents such as ownership certificate, encumbrance certificate and copies of the Tax Receipts last paid with respect to the immovable propert(y)ies owned by the Tenderer. (Certificate need to be obtained from approved valuers /Chartered Accountants for value of immovable property).
6. Minimum of one year experience have in secondary packing work in any reputed organization.

**Minimum Eligibility for Secondary Packing (Inside):**

1. Minimum of one year experience have in secondary packing work in any reputed organization.
2. Tenderer / Contractor have valid Firm registration Certificate.

**General Eligibility Criteria for Technical Qualification (Inside / Outside) Secondary Packing:**

1. The Tenderer should be able to undertake the secondary packing work as given in the schedule A, A-1, A-2, A-3 and A-4.
2. A Declaration (as given in Schedule –F) from the Tenderer that the offer being submitted is as per the requirements given in this Bid is to be attached along with the Technical Bid.
3. The Tenderer should comply with all requirements of GMP.
4. Preference will be given to the bidders having registration with regard to EPF, ESI, Income Tax, GST and with Labour authorities etc. The bidders not having the required registrations may give an undertaking stating that, in case the work is awarded in their favour they will comply with the requirements within 45 days from the date of Letter of acceptance. If they fail to submit the same, the EMD will be forfeited and they will be disqualified from the Tender.
5. Execution of other contracts with HLL Lifecare Ltd will be an added advantage.
6. Tenderer / Contractor should able to provide sufficient manpower for Secondary Packing Activities as per the requirements.
7. Tenderer / Contractor should complete and hand over the completed work, within the stipulated time.
8. The premise should have easy access to main road & sufficient space for parking of vehicles for loading and unloading activities, if applicable.

**Documents to be enclosed with Technical Bid Form:**

1. E.M.D of **Rs.1,00,000/-** (in the form of DD/ E-Payment) DD .No.------------Dated: \_\_\_\_\_\_\_\_
2. Building details (3000 Sq.ft plinth area). City surveys (CTS) extract copy. Area of total building and plinth area, if applicable.
3. Agreement copy in case of rented/leased building (Possession certificate), if applicable.
4. Building Tax paid receipt for past 3/5 years, if applicable.
5. Non encumbrance certificate for previous 13 years, if applicable.
6. Movable / Immovable property worth minimum Rs.5 Lakhs on his/her/its name. The Technical Bid should accompany documentary proof/copies of documents such as ownership certificate, encumbrance certificate and copies of the Tax Receipts last paid with respect to the immovable propert(y) ies owned by the Tenderer. (Certificate need to be obtained from approved valuers /Chartered Accountants for value of immovable property), if applicable.
7. Schedule-C of Tender form duly filled up and signed.
8. Schedule-E of Tender form duly filled up and signed.
9. Schedule-F of Tender form duly filled up and signed.
10. Schedule-G of **Pre-Contract Integrity Pact Agreement**.

**TECHNICAL BID FORM**

**Schedule – C**

Questionnaire – General Information of the Tenderer.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No** | | **Subject** | | **Details** | |
| 1 | | Name of Tenderer/Firm/Company/Society | |  | |
| 2 | | In case of Firm/Company | | Proprietor/Partnership | |
| 3 | | Address of Tenderer/Firm/Company/  Society | |  | |
| 4 | | If Society | | Regd. Charitable Society  Co-op. Society  Labour Supply Society | |
| 5 | | If society the Act under which Registered & Reg. No & Date | |  | |
| 6 | | Details of Society Governing body (Attach proof) | |  | |
| 7 | | Contact Person  Telephone No./Mobile No. / Fax No./E-mail ID | |  | |
| 8 | | Bankers Details  (Please enclose copy of audited Annual Report for the last two years in case of Societies/firms/Company) | |  | |
| 9 | | In case of individuals  Details of Immovable property in own name  (Worth minimum Rs.5.0 Lac)   1. Description of property   (Attach copy of Possession certificate,  location certificate, encumbrance  Certificate -for last 13 years)   1. Survey No./TC No 2. Location (Address)   d) Total Area (Cents/Guntas etc.) | |  | |
| 10 | | GST Number  (Enclose copy) | |  | |
| 11 | | PAN Number  (Enclose copy) | |  | |
| 12 | | Labour License Number under Contract Labour (R&A)Act.1970  (Enclose copy) | |  | |
| 13 | | EPF Registration Code No.  (Enclose copy) | |  | |
| 14 | | ESI Code No.  (Enclose copy) | |  | |
| 15 | | Previous experience in carrying out the tender work at HLL. Furnish details. | |  | |
| Experience in other contracts at HLL or outside. Furnish details | |  | |
| 16 | | Details of Building for Packing Activities  a) Building No. Corporation/Panchayat | |  | |
| * + 1. Own or rented/leased | |  | |
| * + 1. If rented/leased mention the period of   Rent/lease  (enclose a true copy of agreement) | |  | |
| (d) Address and location of building | |  | |
| (e) Total area of compound where Bldg  is situated | |  | |
| (f) Plinth Areas(Minimum 3000 Sq.ft &  Accommodate 40-50 people at a time  for wok | |  | |
| (g) Details of Furniture & Fixture like  Tables, chairs etc.  in Building to Carryout  Secondary Packing activities. | |  | |
| (h) Building – RCC/Tiled/Thatched/  If others specify: | |  | |

|  |  |  |
| --- | --- | --- |
|  | (i) Bath Room & Toilet facilities provided  in the premises of the building. | Yes/No |
| (j) Water supply available in Building,  (Tap water/Well water/Bore well) | Yes/No |
| (k) Building has access to Road for  Lorry entrance | Yes/No |
| (l) Storage area with locking facility  for safe custody of materials in  said building (give Plinth Area) |  |
| (m) Agreement/Sale Deed/Possession  Certificate of said Building, enclosed | Yes/No |
| (n) Non encumbrance certificate for last  13 years of said Building enclosed. | Yes/No |
| (o) Said Building Tax paid receipt for 3/5  years enclosed | Yes/No |
| 17 | Turn over details for last 03 Years  Certificate in original duly signed by chartered Accountant to be enclosed |  |
| 18 | Banker Details and Financial stability |  |
| 19 | Are you ready to undertake and carry out  the work of secondary packing by engaging  adequate manpower & required furniture  as per the instructions given by the company: | Yes/No |
| 20 | Do you agree to pay minimum wage  and Statutory Payments to be workers engaged by you and follow the provisions of Contract Labour (R&A) Act 1970 & GMP etc. | Yes/No |

|  |  |  |
| --- | --- | --- |
| 21 | Can you assure that once the contract is Yes/No.  awarded to you, you will take  (1) Transit/Storage insurance coverage for the  building and Materials handed over to you  against theft, fire, damage to Product give  guarantee to the Company to made  good the loss on Damages caused to  the Company on account of awarding the work  to you.  (2) Provide measures for control of termite & pest  (3) Provide Safety measures as per the Act | Yes/No  Yes/No  Yes/No |
| 22 | Have you read, understood and agree to abide by the Terms & Conditions of Tender & also the agreement to be signed by the tenderer and the Company once the contract is awarded | Yes/No |
| 23 | Have you enclosed the declaration  (As per Schedule-F) | Yes/No |
| 24 | Details of EMD for **Rs.1,00,000/-** | D.D/Multicity cheque. No./ E-Payment Details: |

# DECLARATION

I / we confirm having read and understood all the specifications, instruction, forms, terms and conditions and all relevant information regarding the referred Tender Notification No: ……………………….. (Secondary Packing inside KFB premises / Outside Premises for Two Years (2022-2024) and agreed to abide by all without any deviation from what are stated above.

Signature

##### Name & Address

Date:

Place:

Seal of the Tenderer

***Schedule – D***

**General Terms and Conditions:**

1. Section 101 (Exemption of Occupier or Manager from liability) of Chapter X under the Factories Act 1948 (All LXIII f 1948) (23rd Sept.1948) is applicable.
2. The tenderer shall pay to its workers, wages not less than the **minimum wages** as per Minimum Wage Act and also should pay all statutory payments like EPF, ESI and tax as applicable and should follow all relevant legal provisions in the matter for carrying out the work on contract basis. Payment will be released on monthly basis by cheque against printed bill.
3. Conditional bids will be rejected out rightly and decision of HLL Lifecare Limited in this regard shall be final and binding.
4. Unless otherwise stipulated in the Tender Notification, conditional offers, alternative offers, multiple bids by a bidder shall not be considered.
5. In case, it is found during the evaluation or at any time before signing of the contract or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the bidder or the applicant has made material misrepresentation or has given any materially incorrect or false information, appropriate legal/penal etc., action shall be taken by HLL Lifecare Limited including but not limited to forfeiture of EMD, Security Deposit, black listing etc., as deemed fit by HLL Lifecare Limited.
6. HLL Lifecare Limited Ltd. reserves the right to verify the claims made by the bidders and to carry out the capability assessment of the bidders and the HLL Lifecare Limited’s decision shall be final in this regard.
7. HLL Lifecare Limited does not bind them to accept the lowest or any bid or to give any reasons for their decisions which shall be final and binding on the bidders.
8. The HLL Lifecare Limited reserves to themselves the right of accepting the whole or any part of the tender and bidder shall be bound to perform the same at his quoted rates
9. The tenderer shall take license under the Contract Labour (R & A) Act 1970 and other statutory licenses wherever applicable before commencement of work at own cost and should produce proof whenever required.
10. The above Tender / Subsequent Work order is liable to be suspended or cancelled at any time at the discretion of the General Manager (Operations) & Unit Chief, HLL Life Care Ltd, Kanagala - 591225 with or without assigning any reason and his decision will be final and binding on all concerned parties.
11. Work is to be carried out strictly as per the schedule and any change in the mode of work if desired by us is to be implemented and the contractor shall supervise the work.
12. Workers engaged by you for aforesaid contract shall be Contractors employee only and not of HLL Lifecare Ltd., Kanagala.
13. There will not be any Employee Employer relationship between HLL Lifecare Ltd and the persons employed by contractor for aforesaid work.
14. HLL Lifecare Ltd has no obligation with regard to statutory and other welfare measures for the workmen employed by the contractor for the said contract.
15. HLL Lifecare Ltd will not be liable for any accident happened to Contractors’ workmen while on work during the contract period. The Contractor has to buy **Personal Accident Insurance Policy** in respect of the Employees deployed by him as per the Payment of Workmen compensation Act.
16. The contractor and his workmen will not have any lien or right of employment as regular employees of HLL Lifecare Ltd.
17. In case of any damages caused to our property by contractor / his men while executing the job, the cost of the same shall be recovered from the contractor.
18. Contractor will have independent ESI and PF code number /PAN number and GST Registration allotted by the concerned authorities wherever required.
19. Contractor will comply with all the statutory norms including hours of work and Holidays / Rest, Annual leave with wages etc.
20. Company reserves the right to incorporate any left out clause subsequently that will be binding on the contractor.
21. The contractor should follow the suggestion / instruction given by HLL Lifecare Ltd Representative time to time for the same.
22. All legal disputes shall be subject to jurisdiction of Hukkeri court (Belagavi Dist. Karnataka) only.
23. Sub contract is not allowed.
24. On award of contract the contractor should execute an **agreement** with HLL Lifecare Ltd., in the prescribed manner.
25. The tender should be complete in all respects. Incomplete tenders are liable to be rejected.
26. Unsealed Tenders are liable to be rejected and this will be at the sole risk of the tenderer.
27. While quoting the rate in the Price Bid the tenderer should study well the nature of works given in schedule and calculate the work involved in the rate of each scheme. Rate quoted should be inclusive of wages to be paid as per provisions of relevant law, PF, ESI contributions and other statutory obligations of the workers engaged by the contractor, service charges and other statutory charges applicable from time to time.
28. Tenderers should study well the works involved and statutory and other liabilities before submitting the offer to undertake the work. In case the bidders other than the L-1 party are ready to match the L-1 rates, the work will be distributed to them also in addition to L-1 party at the matched rate of L-1 party and at the same terms and conditions and this will be binding on the L-1 party. However preference will be given to the L-1 party.
29. In case more than one tenderer quote the same rate in the price bid, the decision of HLL Lifecare Ltd. will be final and binding on all the bidders.
30. HLL Life Care Ltd has the right to give work under this tender to one party or more than one party, in full quantity or partially at the discretion of the company.
31. This Tender or subsequent work order is liable to be suspended or cancelled at any time at the discretion of the Management with or without assigning any reason and the same will be binding on all the bidders/Contractor. Also Technical and price Bid can be rejected or cancelled at any time by the Management with or without assigning any reason and the same shall be binding on all the bidders/Contractors.
32. The Management (HLL Lifecare Ltd) also reserves the right to allot the work to the L-2 or L-3 parties at the L-1 rates respectively if required.
33. The contractor responsibilities to ensure that, none of the employees deployed in the said work should not be worked more than 6 days in a week.
34. Contractor should comply with the Safety and Quality policy of the Company.
35. Contractor has to ensure that all safety equipments like safety goggles, safety shoes, and hand gloves are to be provided wherever required to his workers deployed for the said work.
36. On award of contract, the contract can be **terminated** by HLL Lifecare Ltd. **at any time** during the contract period without any reason and without paying any Compensation & the decision of the HLL Lifecare Ltd. with regard to termination of Contractual provision will be final and the matter cannot be referred to the Court.
37. Contractor should ensure monthly remittance of EPF/ESI contribution (Employee & Employer) with the concerned PF/ESI authorities in respect of the employees deployed for the said work.
38. Tenders without EMD will be rejected.
39. All statutory deductions will be applicable.
40. In case of back out from the commitment, the EMD will be forfeited followed by blacklisting.
41. Bids are liable to be rejected as nonresponsive if a Bidder:
42. fails to provide and/ or comply with the required information, instructions etc., incorporated in the Tender Document or gives evasive information/ reply against any such stipulations
43. Furnishes wrong and/ or misguiding data, statement(s) etc. In such a situation, besides rejection of the bid as nonresponsive, it is liable to attract other punitive actions under relevant provisions of the Tender Document for violation of the Code of Integrity.
44. Issue of Tender Form is solely at the discretion of the Management.